

Disaster Prevention and Recovery Plan

A. Membership and Financial Records Back-Up

1. Current IT financial and membership files will be backed up weekly, a copy of which will be maintained at the home of a designated employee
2. All contribution data will require a special pass code which is maintained by a designated staff member.

B. Emergency Contact List of Staff and Key Church Leaders

1. Cards containing the names and phone numbers of church staff and frequently-called church members (e.g. chair of Buildings & Grounds Committee) are updated annually and distributed to staff members to facilitate communications in the event of an emergency.

C. List of all Current Software and its purpose, location, etc

1. A copy of all software, including its purpose, will be prepared by a designated staff member and included in the backup IT materials referenced above.

D. IT Equipment Power Source

1. Each personal computer in the church office will have an uninterruptible power source (UPS) to prevent the loss of data during the loss of power, storm, etc.

E. Annual Disaster Plan Test

1. An annual test of our IT disaster plan, which includes a "test restore" process and other simulated disaster scenarios, will be conducted by a designated member of the staff.

F. Back up of Confidential Files Maintained by Ministers

1. Each minister shall determine the appropriate level of back up for his/her confidential files and maintain appropriate back up at their homes.